



# Fixed Term Exclusions



**Exclusions...**  
**What do they mean?**

## **Fixed Term Exclusion – what does this mean?**

This is an exclusion where it has been decided that a child cannot attend school for a given number of days because of an incident or a series of incidents that have happened which are considered to be a breach of the school's behaviour policy. Fixed term exclusion can be anything from half a day up to a maximum of 45 days in a school year. Only the Head Teacher or the most senior teacher on site can exclude.

## **How should parents/ carers be informed?**

School should inform parents/carers immediately by telephone whenever possible.

This should be followed by letter within one school day and must explain:

- the length of exclusion e.g. two school days
- the reason for the exclusion
- the parent/carers and pupils right to make representations to a Pupil Disciplinary Committee (PDC). The PDC is not always required to meet but they must consider any representations from the parent/carers and pupils. Most schools PDCs' do meet and invite representations
- the date and time when the pupil should return to school. (Often the school will request to see the parent before the pupil returns to school)

- the arrangements for the pupil to receive work set by the school and for the work to be marked
- parents' rights to view and/or obtain their child's school records upon written request under the Education (Pupil Records) Wales Regulations 2004
- the contact details of someone in the Local Authority (LA) who can give advice on the exclusion process

Some LAs give the number of their local Parent Partnership Service. In Wales this is usually SNAP Cymru.

## **What the school will do**

- Allow the pupil a chance to give his/her version of what happened
- Interview other witnesses including other pupils and staff
- Write an account of the reasons for the exclusion in readiness for the Pupil Disciplinary Committee meeting if one is to be held
- Gather information on any support that the pupil may have received, including who provided the support and for how long
- If a PDC is being held, all information and reports including witness statements should be circulated to all parties within 5 school days of the meeting along with a list of people attending

# Can I meet with the Pupil Discipline Committee?

If the exclusion plus any previous exclusions within this term total is:

- 5 school days or less in the term – you have no automatic right to meet with the PDC but they must consider any case you and your child put in writing, and you can ask if they will meet you anyway. Many consider it good practice to meet with parents if they ask. They cannot reinstate your child at school
- between 5 and 15 school days in the term including the current exclusion – you and/or your child can request to meet the Discipline Committee in person and they must meet between the 6th and 50th school day after being notified of the exclusion. The PDC will decide whether they should uphold the school's decision or overturn it. If they overturn it they will direct the school to take your child back either immediately or at a later date
- more than 15 school days in the term – the PDC will automatically meet to review the exclusion and meet with you and/or your child in person. They must meet between the 6th and 15th school day after being notified of the exclusion

## Additional Information

Exclusion should always be a last resort. Strategies and individual plans to meet needs should have been explored beforehand. Exclusion should not be given in the heat of the moment unless there is an immediate threat to the safety of individuals. Individual exclusions should be of the shortest time necessary, bearing in mind exclusions of more than a day or two make it more difficult for the pupil to reintegrate into school.

In all cases of more than a day's exclusion, the school should set and mark work, which parents/carers need to arrange to collect and return. If a pupil is excluded for more than 15 days the LA should ensure appropriate full-time provision is received by the child at another school (or if necessary a PRU or an alternative setting) from the 16th school day after an exclusion has been upheld by the Discipline Committee (a panel of 3 or 5 school governors).

If you are concerned over exclusions or would like free, independent information, advice or support, contact:

**Helpline: 0808 801 0608**

**[www.snapcymru.org](http://www.snapcymru.org)**

SNAP Cymru, 10 Coopers Yard,  
Curran Road, Cardiff CF10 5NB

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